



DTU INNOVATION AND INCUBATION FOUNDATION

[Pursuant to sub-section (2) of section 7 of the Companies Act, 2013 and rule 8 the Companies (Incorporation) Rules, 2014] *promoted by*

DELHI TECHNOLOGICAL UNIVERSITY

(Estd. By Govt. of NCT of Delhi vide Act 6 of 2009)

Inviting Applications for Project Manager for DTU-IIF, Section 8 Company

DTU Innovation and Incubation Foundation (DTU-IIF), is a subsidiary non-profit company of Delhi Technological University, Main Bawana Road, Shahbad Daultapur, Delhi-110042. DTU-IIF focuses on start-ups and innovations and is currently established at DTU, under Delhi Government. Applications are invited for the position of Project Manager at DTU-IIF and details for the same are as follows:

JOB DESCRIPTION:

- Facilitate the entire incubation process for startups; from selecting, on boarding and managing the process.
- Taking care of the entire co-working space as a community manager.
- Responsible for the Due Diligence activities as a part of the screening process of the startups.
- SPoC for startups on-boarded for incubation.
- Responsible for MOM, committee coordination, conducting meetings.
- Engaging and managing schedule of incubation & promotional activities and programs.
- Keeping and managing track of compliances of start-ups & incubation Centre.
- Coordination with other stake-holders for smooth functioning.

Essential Qualification:

Degree in Masters in Business Applications from a recognized University with 2 to 4 years of work experience in section 8 companies/Start-up Ecosystem.

Age Limit:

In all conditions the maximum age of the applicant on the date of 1st Feb 2023 shall not exceed **35 Years**.

Salary:

Consolidated salary of Rs 35000 per month.



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Selection Process:

1. Received applications will be scrutinized by the designated committee constituted by the Competent Authority.
2. Eligible candidates based on the scrutinization process shall be called for personal interaction with the selection committee.
3. The selected candidate shall be informed about the result through email.

How to Apply:

The candidates who are interested to apply for the post of Project Manager are required to apply online through DTU website under the head "Jobs". They are also required to send the duly filled application from in original, along with the desired/relevant documents to the office of the DTU Innovation and Incubation Foundation (DTU-IIF) 3rd floor Central Library Building, Delhi Technological University, Shahbad Daultapur, Bawana Road, Delhi-110042 latest by 10 Feb 2023 till 5.00 PM. There shall be no application fee. The candidates should also fill the Google form on the link:

<https://forms.gle/DFP7e9rJgFERUdV4A>

Chief Executive Officer

DTU-IIF